

# HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

23 OCTOBER 2019

## REPORT OF DEPUTY CHIEF EXECUTIVE (CORPORATE SERVICES)

### A.3 SAFEGUARDING POLICY AND PROCEDURES

(Report prepared by Leanne Thornton & Anastasia Simpson)

#### PART 1 – KEY INFORMATION

##### **PURPOSE OF THE REPORT**

To present the revised 'Safeguarding Policy and Procedures' to Members of the Human Resources Committee.

##### **EXECUTIVE SUMMARY**

There was a requirement to review and update the existing Safeguarding Policy, the policy was last reviewed November 2017. Since 2017 there have been significant changes across the Safeguarding agenda and the Safeguarding Policy and Procedures has been updated in line with the Southend, Essex & Thurrock (SET) Safeguarding Guidelines for both Children and Adults. Significant changes have been made to the Policy and the changes and additions to the Policy / Procedures are listed below:

In addition at the back of the policy there are procedures so staff know when there is an immediate Safeguarding risk and when the risk is not immediate and also a procedure for allegations against staff. Also included is a Safeguarding Reporting Form (New) so staff can download the form and send it through for triage if they have a concern but don't want to raise an incident to ECC direct without it being noted internally first.

Finally on the last page there is a flow chart for staff to understand how and who to report concerns to.

Section Updates:

1. Introduction
  - 1.1 Mission Statement
  - 1.2 Aims
2. Definitions
  - 2.1 Safeguarding
  - 2.2 Abuse (10 main types)
  - 2.4 Adult Safeguarding
  - 2.5 Significant Harm
3. Recognising Abuse
4. Other Related Areas
  - 4.1 Modern Slavery
  - 4.2 PREVENT
  - 4.3 Honour Based Abuse
  - 4.4 FGM
  - 4.5 Forced Marriage
  - 4.6 CSE
  - 4.7 Domestic Abuse
6. Service Roles

Updated generally to ensure all areas correct.

7. Designated roles

Updated generally to ensure all areas correct

8. Role of Staff and Members

Updated generally to ensure all areas correct

9. Contractors

13. Training

New section – Page 10 External documents – ensuring the new guidelines are listed there for reference purposes.

Page 14 – Making direct referrals – new SET SAF Form SET SAF1 and FORS Form - links to the forms.

Page 14 – New section other safeguarding procedures

Page 15 – Procedure A & B – Risk

Page 16 – Procedure C – Allegations

Page 17 – Safeguarding Reporting Form (New addition to the policy)

Page 18 – Quick Guide (New addition to the policy)

In reviewing and updating the Policy, the Council are able to demonstrate a commitment to how we think and act in relation to Safeguarding concerns and incidents in the workplace but also ensure that employees are supported when they raise a Safeguarding Concern. By adding in the new reporting form and quick guide all staff and Members should know how and when to raise a concern.

#### **RECOMMENDATION(S)**

It is recommended:

- (a) that the Human Resources and Council Tax Committee formally adopts the updated Safeguarding Policy and Procedures; and
- (b) that delegation is granted to the Head of People, Performance and Projects to amend the policy with any legislative or best practice updates.

## **PART 2 – IMPLICATIONS OF THE DECISION**

#### **DELIVERING PRIORITIES**

Safeguarding underpins the work of the whole Council as a statutory body.

#### **FINANCE, OTHER RESOURCES AND RISK**

There are no financial or other risks associated with the amended Safeguarding Policy and Procedures.

Any costs associated with the ongoing training of staff will be met from existing budgets.

<b>LEGAL</b>
Equalities Act 2010
<b>OTHER IMPLICATIONS</b>
None.

### **PART 3 – SUPPORTING INFORMATION**

<b>BACKGROUND</b>
<p>The existing Policy was correct at the time, however there have been substantial changes across the Southend, Essex and Thurrock Safeguarding Children’s and Adults Board - 2019.</p> <ul style="list-style-type: none"> <li>- New Multi Agency Safeguarding Arrangements 2019 – 2020 – Document October 2019</li> <li>- SOUTHEND, ESSEX &amp; THURROCK (SET) Safeguarding and Child Protection Procedures – Issued October 2019</li> <li>- Requirement to insert new sections into the existing policy ie:</li> </ul> <p>New section – Page 10 External documents – ensuring the new guidelines are listed there for reference purposes.</p> <p>Page 14 – Making direct referrals – new SET SAF Form SET SAF1 and FORS Form - links to the forms.</p> <p>Page 14 – New section other safeguarding procedures</p> <p>Page 15 – Procedure A &amp; B – Risk</p> <p>Page 16 – Procedure C – Allegations</p> <p>Page 17 – Safeguarding Reporting Form (New addition to the policy)</p> <p>Page 18 – Quick Guide (New addition to the policy)</p>
<b>BACKGROUND PAPERS FOR THE DECISION</b>
<ul style="list-style-type: none"> <li>▪ Multi Agency Safeguarding Arrangements 2019 – 2020 <a href="#">2019\essex-masa-plan-2019-20-updated-280619-v1b.pdf</a></li> <li>▪ SET Safeguarding Procedures <a href="#">2019\set-procedures-oct-2019.pdf</a></li> <li>▪ Summary of Changes – SET Guidelines <a href="#">2019\set-guidelines-summary-of-changes.pdf</a></li> </ul>
<b>APPENDICES</b>
<ul style="list-style-type: none"> <li>▪ Safeguarding Policy and Procedures – October 2019 <a href="#">Safeguarding Policy Final V1.docx</a></li> </ul>